SECTION MAINTENANCE

TERMINAL LEARNING OBJECTIVE

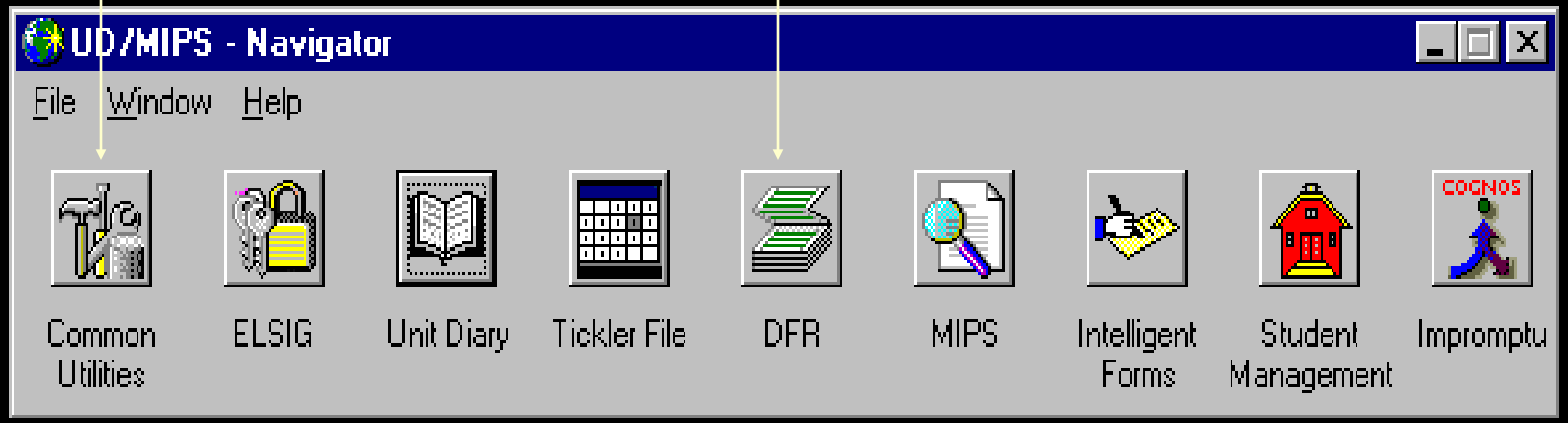
- THE TERMINAL LEARNING OBJECTIVE OF THIS PERIOD OF INSTRUCTION IS TO PROVIDE YOU WITH THE BASIC TOOLS THAT YOU NEED TO BE ABLE TO PROPERLY UTILIZE SECTION MAINTENANCE

ENABLING LEARNING OBJECTIVES

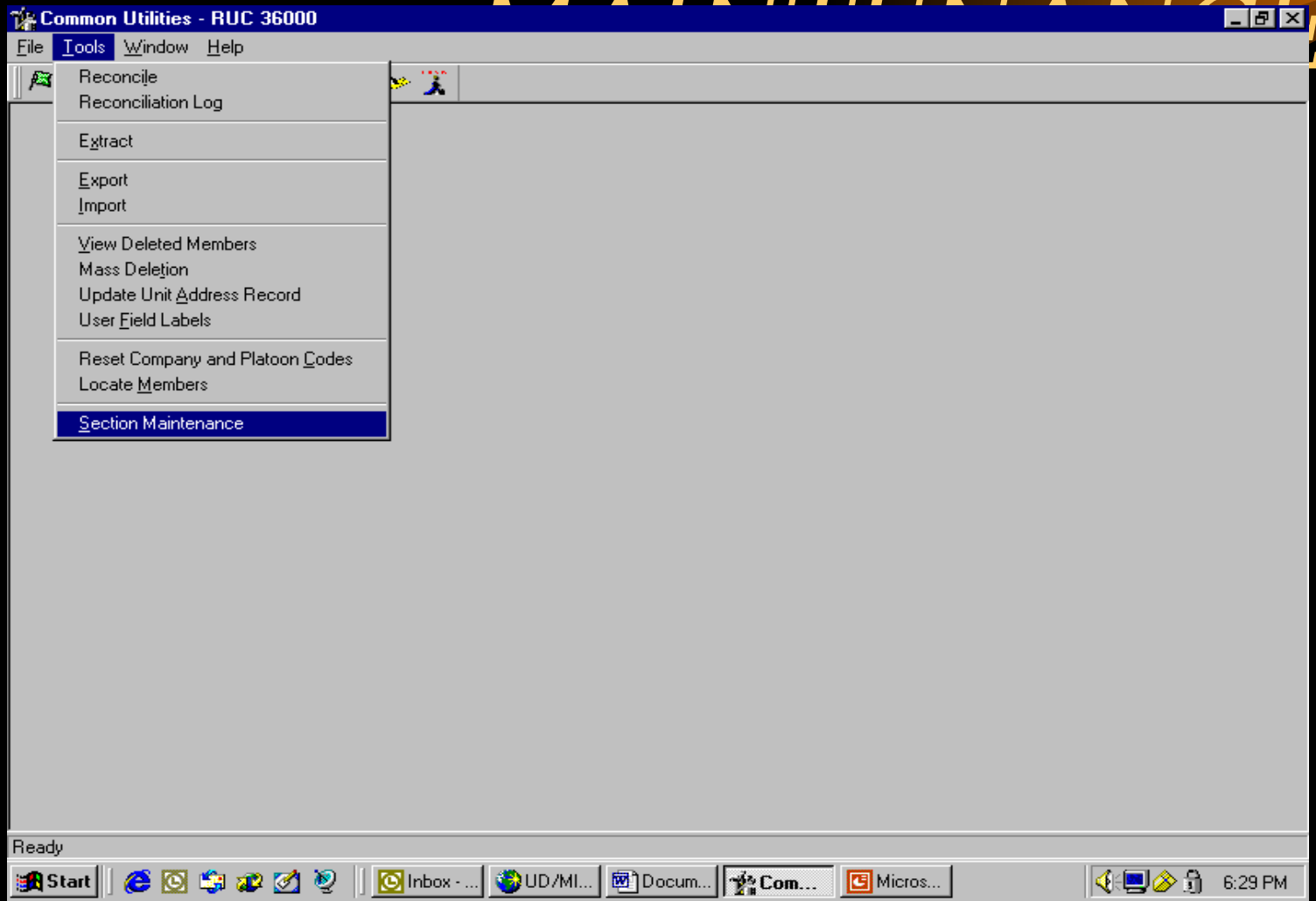
- **HOW TO GET TO SECTION MAINTENANCE**
- **HOW TO CREATE A NEW SECTION**
- **HOW TO DELETE A SECTION**
- **HOW TO ASSIGN DFR TTC ASIGNMENT TO A SECTION**
- **HOW TO DELETE DFR TTC ASSIGNMENTS**
- **HOW TO EXPORT A SECTION**
- **HOW TO IMPORT A SECTION**

HOW TO GET TO SECTION MAINTENANCE

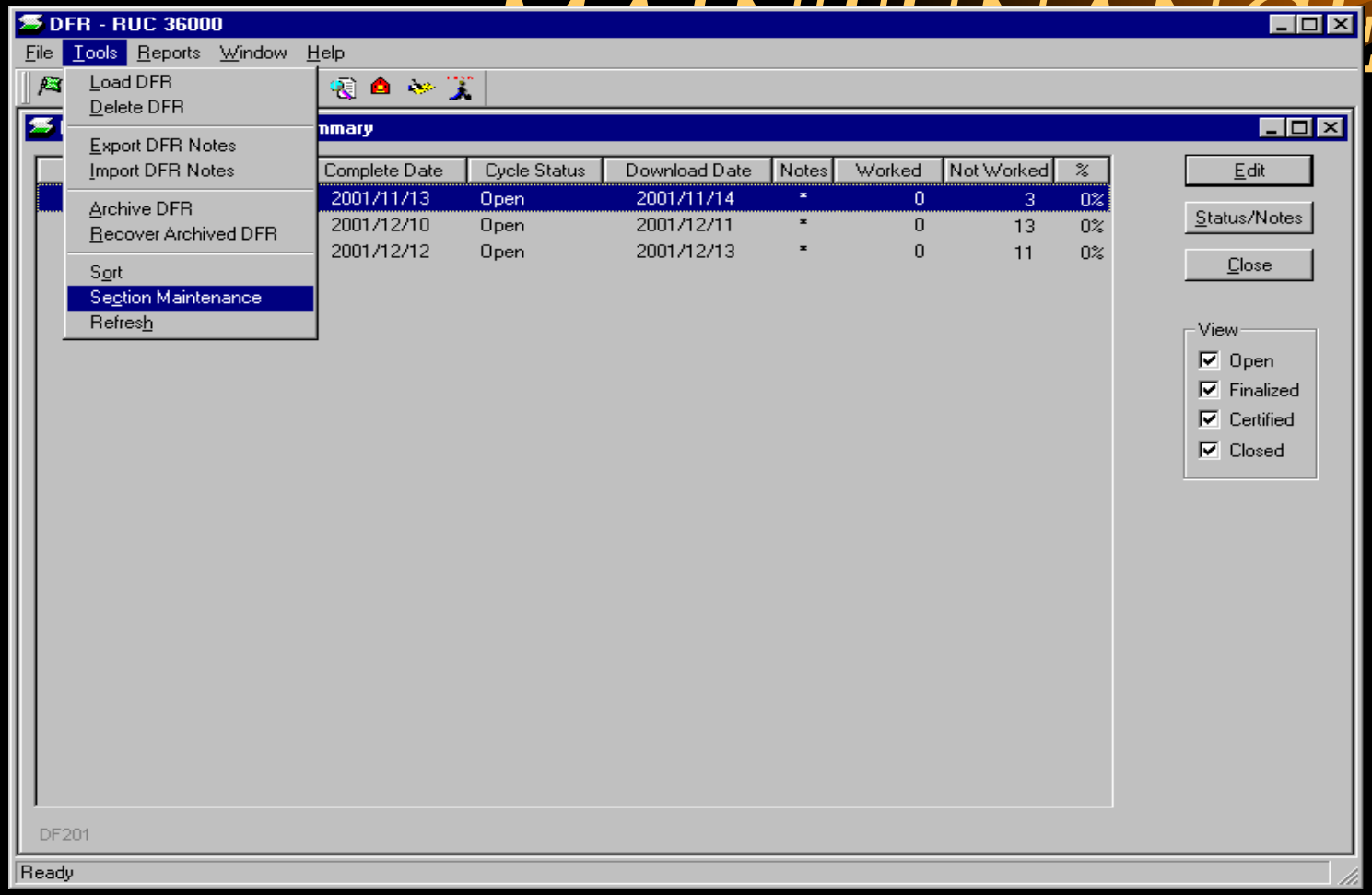
- From the UD/MIPS Navigator bar, choose Common Utilities or Diary Feedback Report module icons.



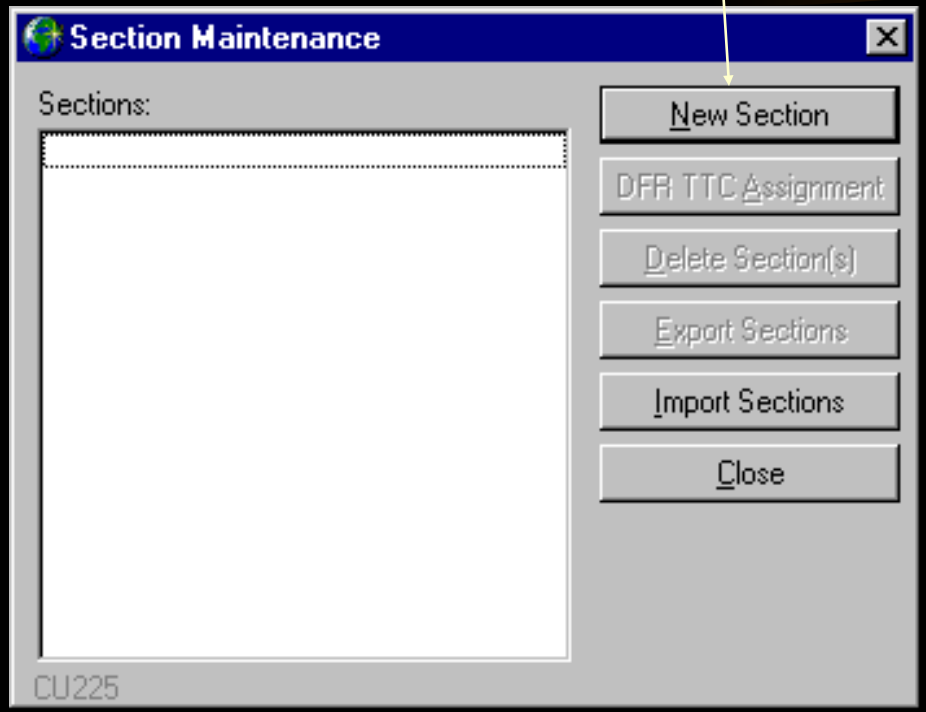
WAYS TO GET TO SECTION MAINTENANCE



WAYS TO GET TO SECTION MAINTENANCE

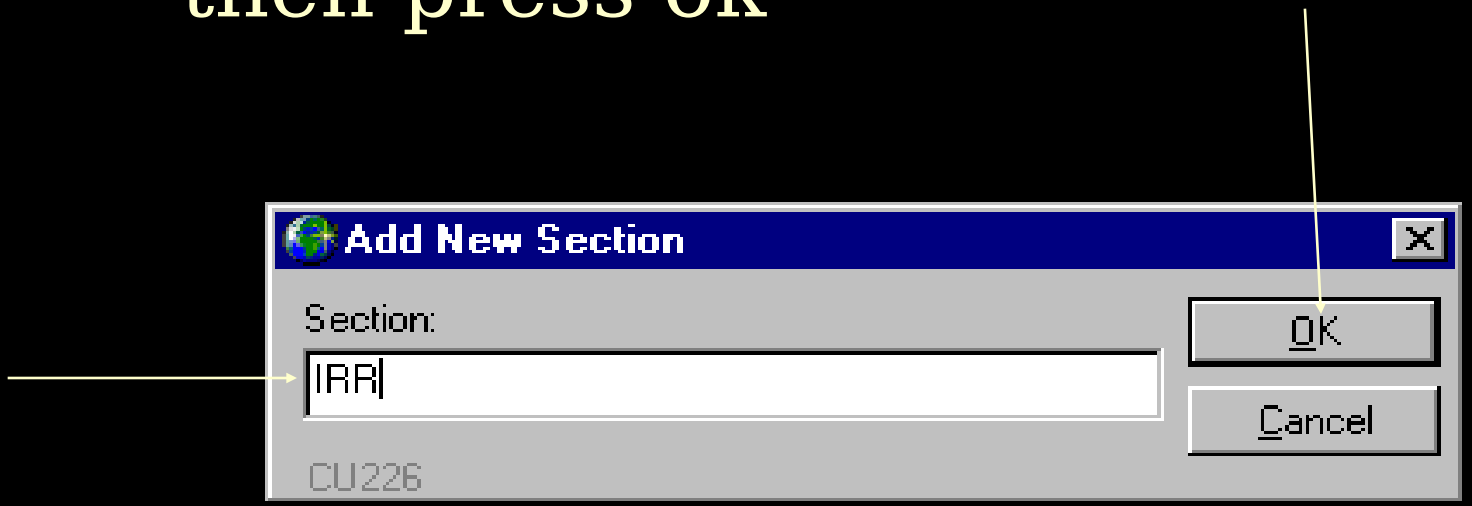


HOW TO CREATE A NEW SECTION



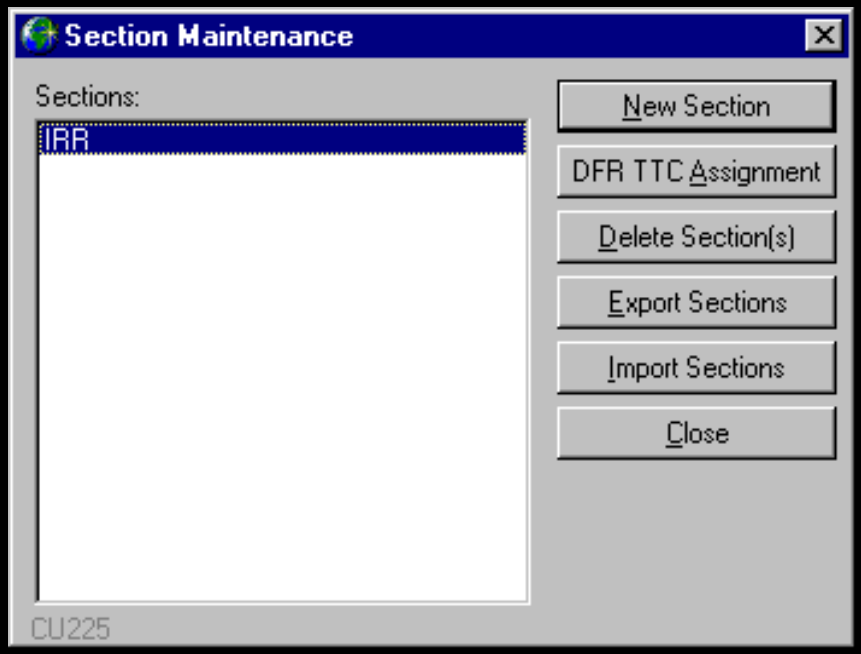
HOW TO CREATE A NEW SECTION

- You must name your section first then press ok

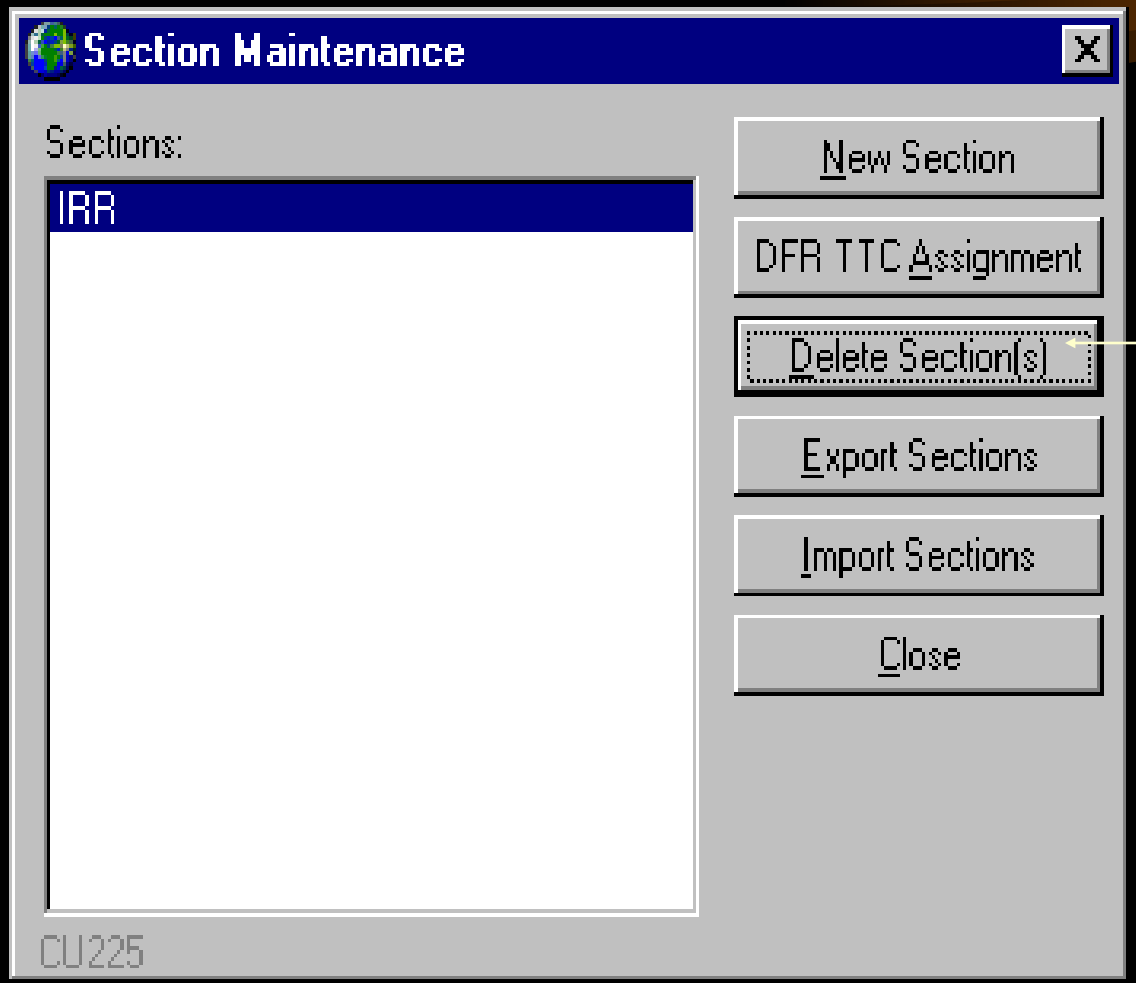


HOW TO CREATE A NEW SECTION

- Once you have created your section it will look like this.

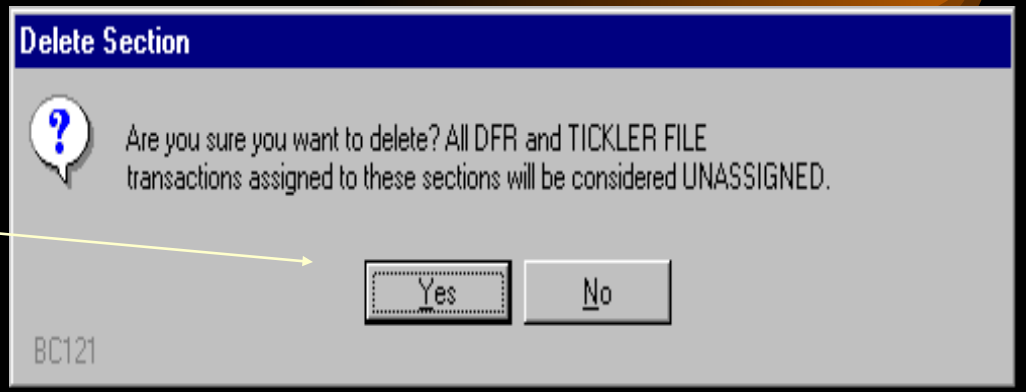


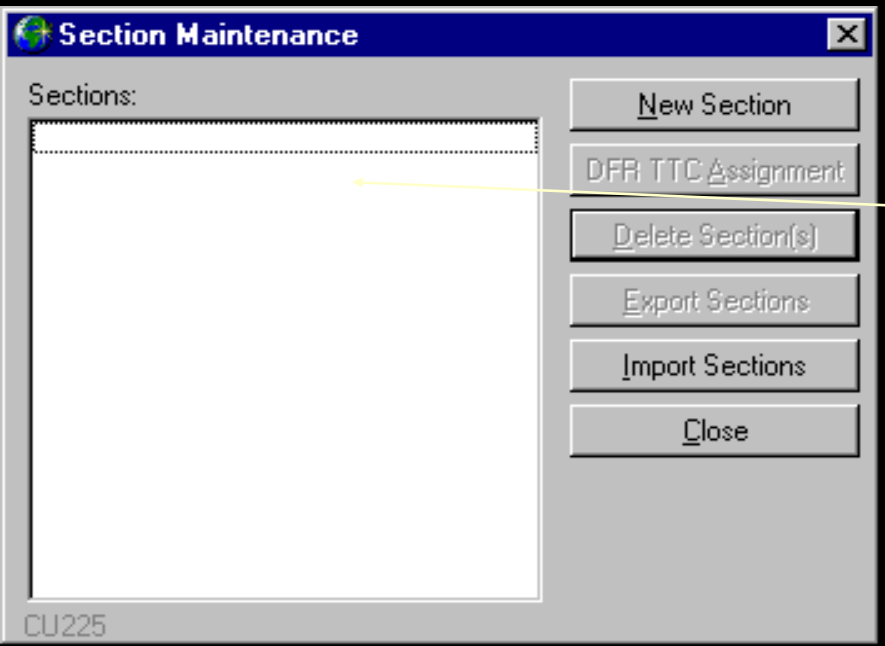
HOW TO DELETE A SECTION



HOW TO DELETE A SECTION

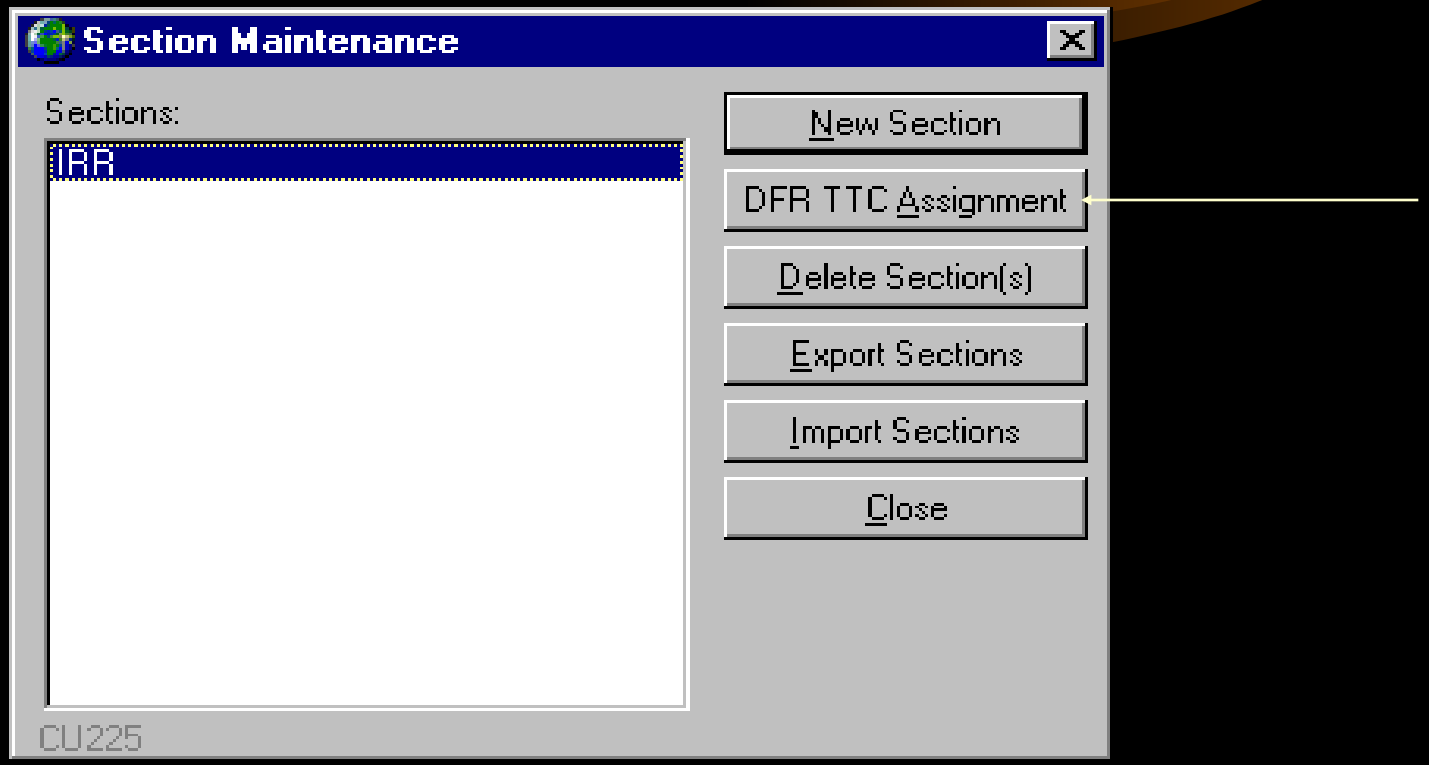
Once you selected Delete Sections you will be prompted with the following menu


Delete Section
Are you sure you want to delete? All DFR and TICKLER FILE transactions assigned to these sections will be considered UNASSIGNED.
Yes
No
BC121



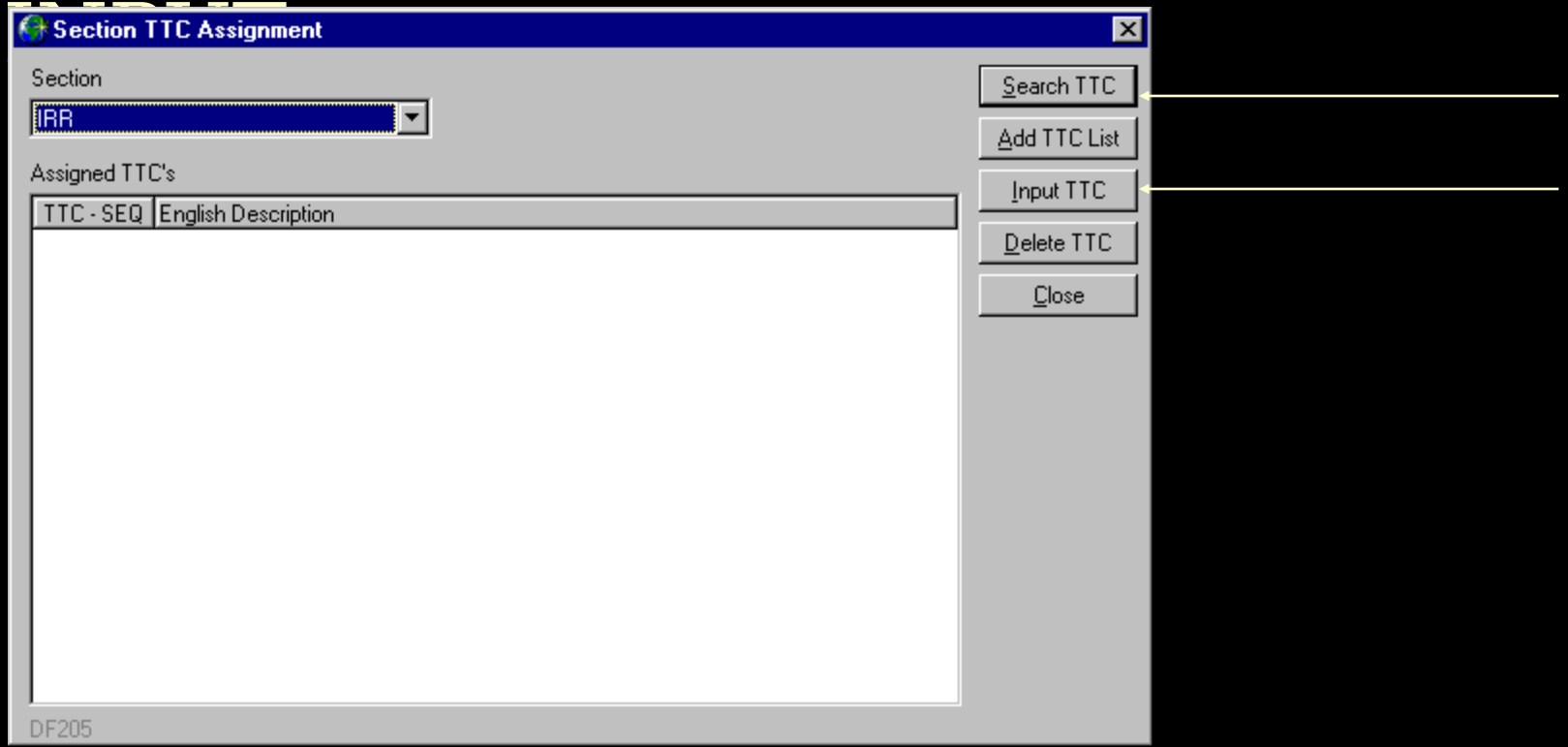
Section Maintenance will look like this unless there are other sections remaining

HOW TO CREATE A DFR TTC ASSIGNMENT



HOW TO CREATE A DFR TTC ASSIGNMENT

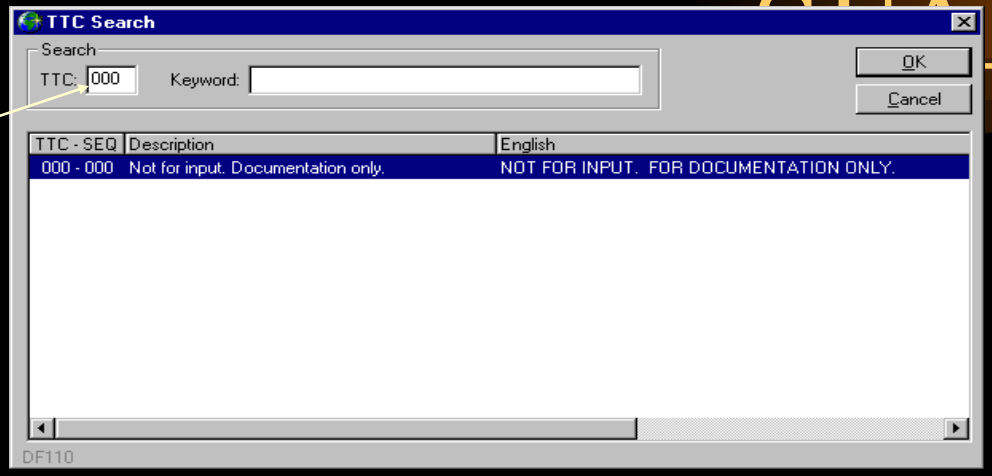
- There are two ways to add TTCs to a DFR Assignment: SEARCH OR INPUT

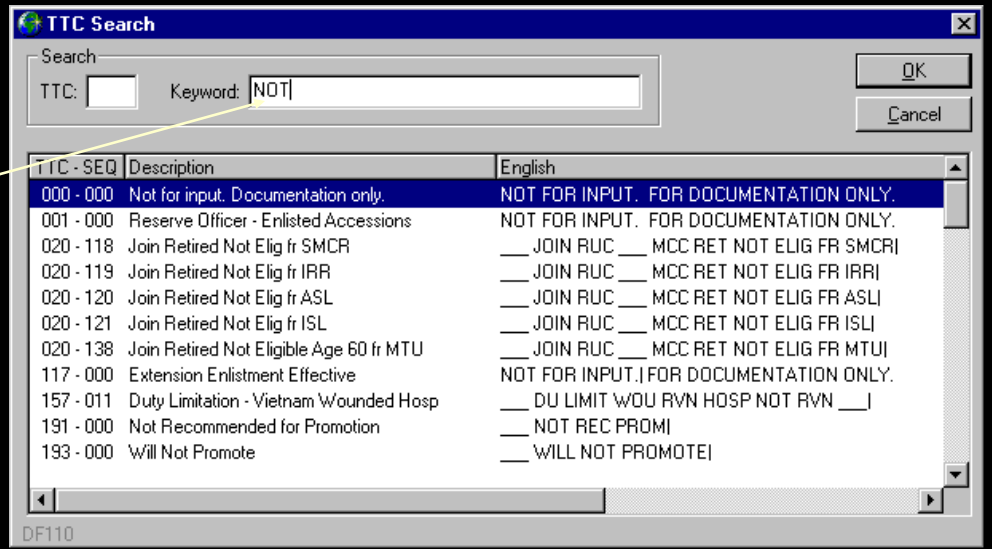


HOW TO CREATE A DFR TTC ASSIGNMENT FROM SEARCH

If you know The first three digits of the TTC(s) you can enter them here

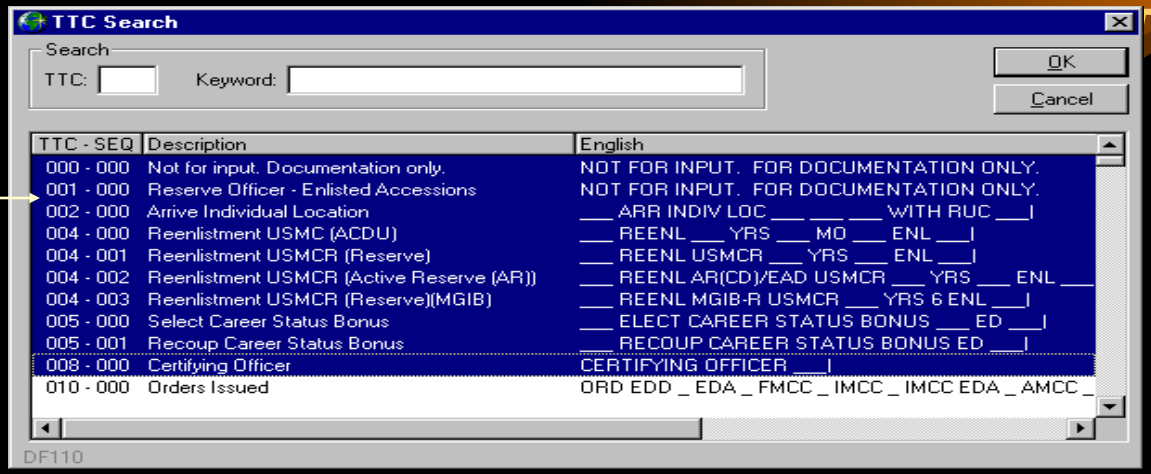
If you know how the english statement of the TTC(s) are enter the Keyword



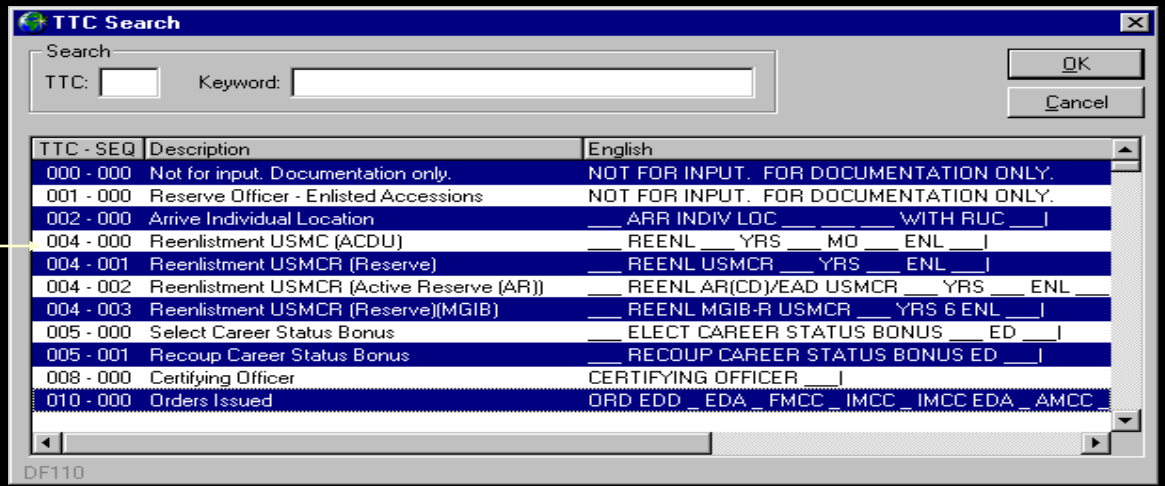

TTC Search
Search
TTC:
Keyword: NOT
OK
Cancel
TTC - SEQ
Description
English
000 - 000 Not for input. Documentation only. NOT FOR INPUT. FOR DOCUMENTATION ONLY.
001 - 000 Reserve Officer - Enlisted Accessions NOT FOR INPUT. FOR DOCUMENTATION ONLY.
020 - 118 Join Retired Not Elig fr SMCR ___ JOIN RUC ___ MCC RET NOT ELIG FR SMCR|
020 - 119 Join Retired Not Elig fr IRR ___ JOIN RUC ___ MCC RET NOT ELIG FR IRR|
020 - 120 Join Retired Not Elig fr ASL ___ JOIN RUC ___ MCC RET NOT ELIG FR ASL|
020 - 121 Join Retired Not Elig fr ISL ___ JOIN RUC ___ MCC RET NOT ELIG FR ISL|
020 - 138 Join Retired Not Eligible Age 60 fr MTU ___ JOIN RUC ___ MCC RET NOT ELIG FR MTU|
117 - 000 Extension Enlistment Effective NOT FOR INPUT.| FOR DOCUMENTATION ONLY.
157 - 011 Duty Limitation - Vietnam Wounded Hosp ___ DU LIMIT WOU RVN HOSP NOT RVN ___|
191 - 000 Not Recommended for Promotion ___ NOT REC PROM|
193 - 000 Will Not Promote ___ WILL NOT PROMOTE|
DF110

HOW TO CREATE A DFR TTC ASSIGNMENT FROM

You may select TTCs by holding the shift key down and using your down arrow key to capture more than one

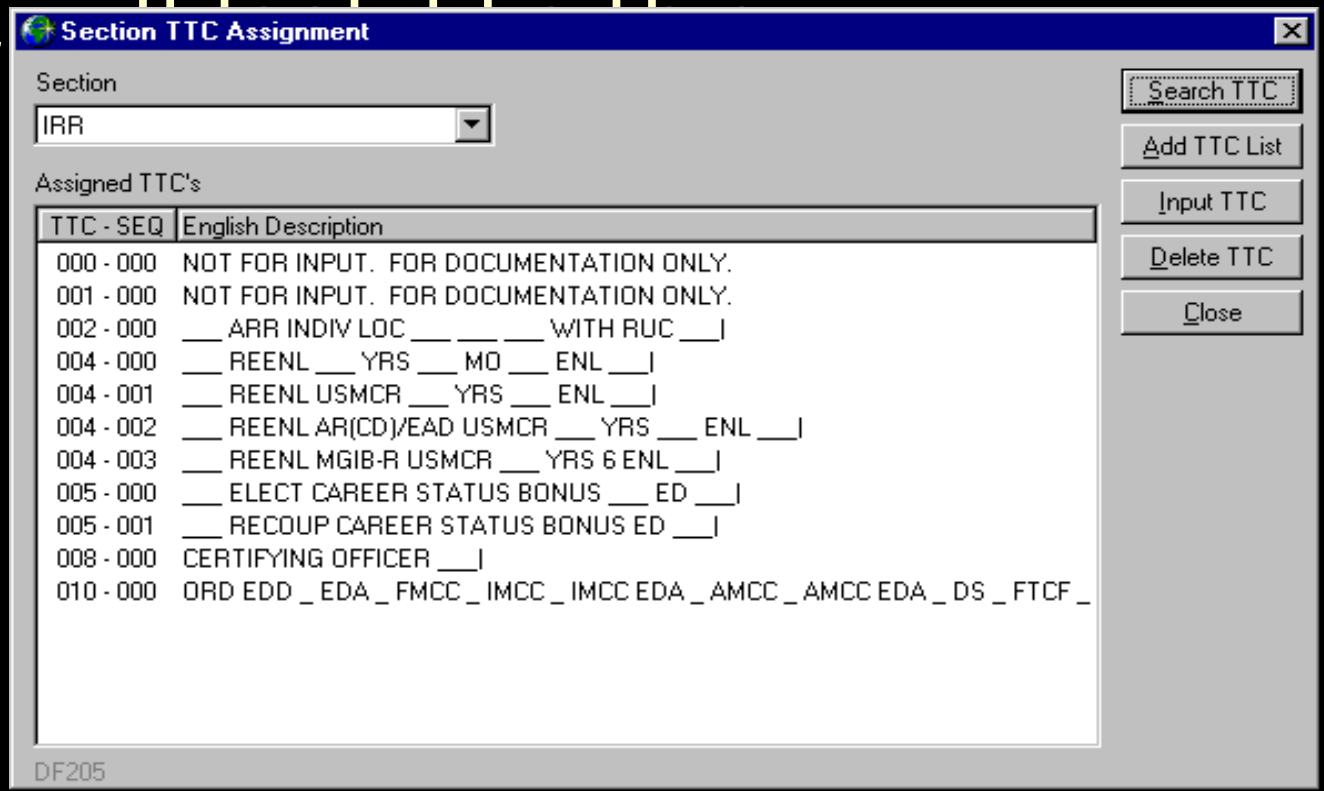

TTC Search
Search
TTC:
Keyword:
OK
Cancel
TTC - SEQ
Description
English
000 - 000 Not for input. Documentation only. NOT FOR INPUT. FOR DOCUMENTATION ONLY.
001 - 000 Reserve Officer - Enlisted Accessions NOT FOR INPUT. FOR DOCUMENTATION ONLY.
002 - 000 Arrive Individual Location ___ ARR INDIV LOC ___ ___ ___ WITH RUC ___|
004 - 000 Reenlistment USMC (ACDU) ___ REENL ___ YRS ___ MO ___ ENL ___|
004 - 001 Reenlistment USMCR (Reserve) ___ REENL USMCR ___ YRS ___ ENL ___|
004 - 002 Reenlistment USMCR (Active Reserve (AR)) ___ REENL AR(CD)/EAD USMCR ___ YRS ___ ENL ___
004 - 003 Reenlistment USMCR (Reserve)(MGIB) ___ REENL MGIB-R USMCR ___ YRS 6 ENL ___|
005 - 000 Select Career Status Bonus ___ ELECT CAREER STATUS BONUS ___ ED ___|
005 - 001 Recoup Career Status Bonus ___ RECOUP CAREER STATUS BONUS ED ___|
008 - 000 Certifying Officer CERTIFYING OFFICER ___|
010 - 000 Orders Issued ORD EDD _ EDA _ FMCC _ IMCC _ IMCC EDA _ AMCC _
DF110

You may also hold the Ctrl key down and click which TTCs you want


TTC Search
Search
TTC:
Keyword:
OK
Cancel
TTC - SEQ
Description
English
000 - 000 Not for input. Documentation only. NOT FOR INPUT. FOR DOCUMENTATION ONLY.
001 - 000 Reserve Officer - Enlisted Accessions NOT FOR INPUT. FOR DOCUMENTATION ONLY.
002 - 000 Arrive Individual Location ___ ARR INDIV LOC ___ ___ ___ WITH RUC ___|
004 - 000 Reenlistment USMC (ACDU) ___ REENL ___ YRS ___ MO ___ ENL ___|
004 - 001 Reenlistment USMCR (Reserve) ___ REENL USMCR ___ YRS ___ ENL ___|
004 - 002 Reenlistment USMCR (Active Reserve (AR)) ___ REENL AR(CD)/EAD USMCR ___ YRS ___ ENL ___
004 - 003 Reenlistment USMCR (Reserve)(MGIB) ___ REENL MGIB-R USMCR ___ YRS 6 ENL ___|
005 - 000 Select Career Status Bonus ___ ELECT CAREER STATUS BONUS ___ ED ___|
005 - 001 Recoup Career Status Bonus ___ RECOUP CAREER STATUS BONUS ED ___|
008 - 000 Certifying Officer CERTIFYING OFFICER ___|
010 - 000 Orders Issued ORD EDD _ EDA _ FMCC _ IMCC _ IMCC EDA _ AMCC _
DF110

HOW TO CREATE A DFR TTC ASSIGNMENT

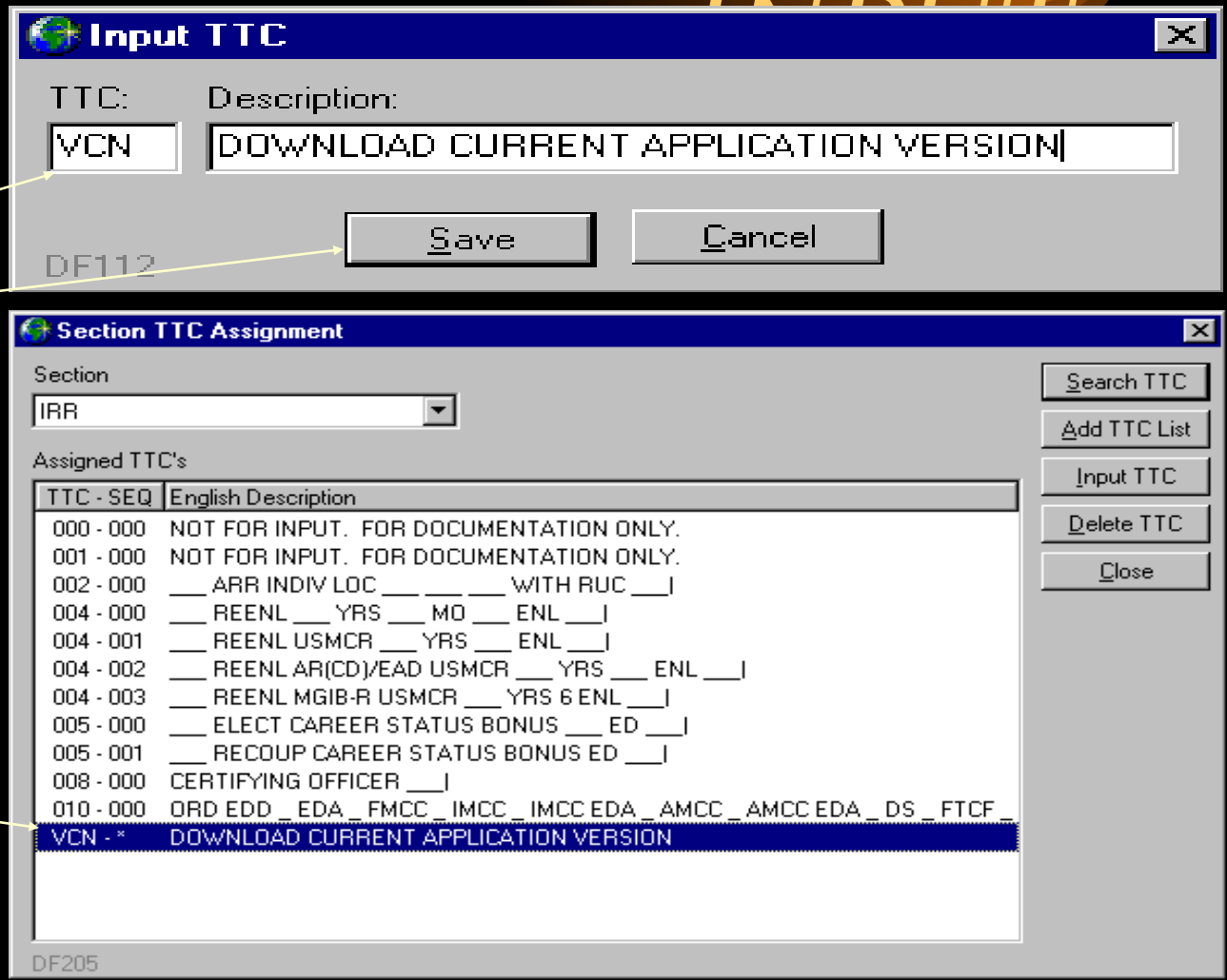
- Once you have selected your TTC(s), your DFR TTC Assignment it


Section TTC Assignment
Section
IRR
Search TTC
Add TTC List
Input TTC
Delete TTC
Close
Assigned TTC's
TTC - SEQ
English Description
000 - 000 NOT FOR INPUT. FOR DOCUMENTATION ONLY.
001 - 000 NOT FOR INPUT. FOR DOCUMENTATION ONLY.
002 - 000 ___ ARR INDIV LOC ___ ___ ___ WITH RUC ___|
004 - 000 ___ REENL ___ YRS ___ MO ___ ENL ___|
004 - 001 ___ REENL USMCR ___ YRS ___ ENL ___|
004 - 002 ___ REENL AR(CD)/EAD USMCR ___ YRS ___ ENL ___|
004 - 003 ___ REENL MGIB-R USMCR ___ YRS 6 ENL ___|
005 - 000 ___ ELECT CAREER STATUS BONUS ___ ED ___|
005 - 001 ___ RECOUP CAREER STATUS BONUS ED ___|
008 - 000 CERTIFYING OFFICER ___|
010 - 000 ORD EDD _ EDA _ FMCC _ IMCC _ IMCC EDA _ AMCC _ AMCC EDA _ DS _ FTCF _
DF205

HOW TO CREATE A DFR TTC ASSIGNMENT FROM INPUT

If there is a TTC(s) that is not on the TTC search that you would like to have filtered to your Sections DFR, you type it in here and press Save.

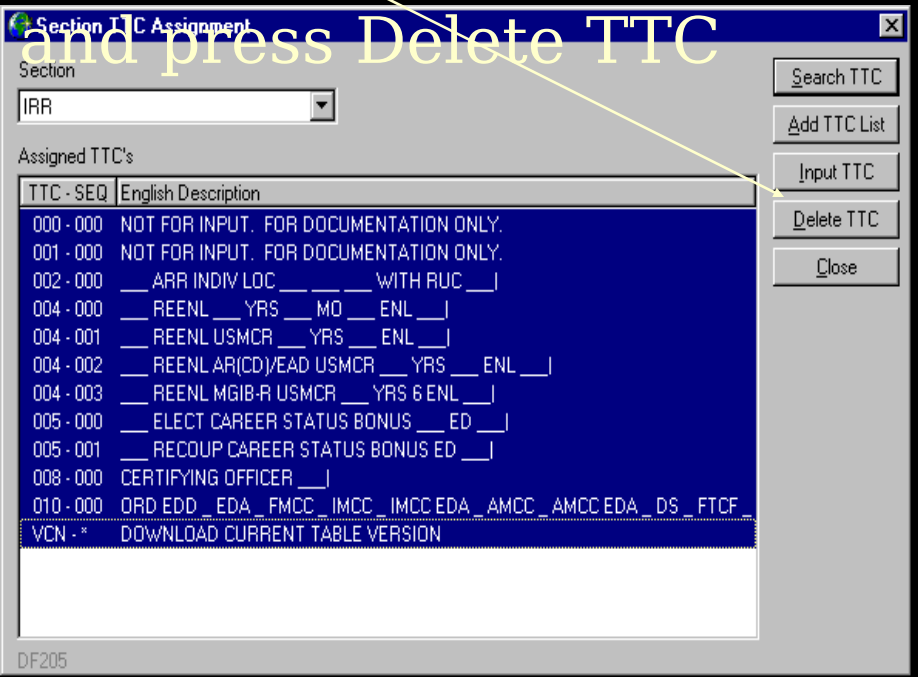
Once your TTC has been saved it will look like this

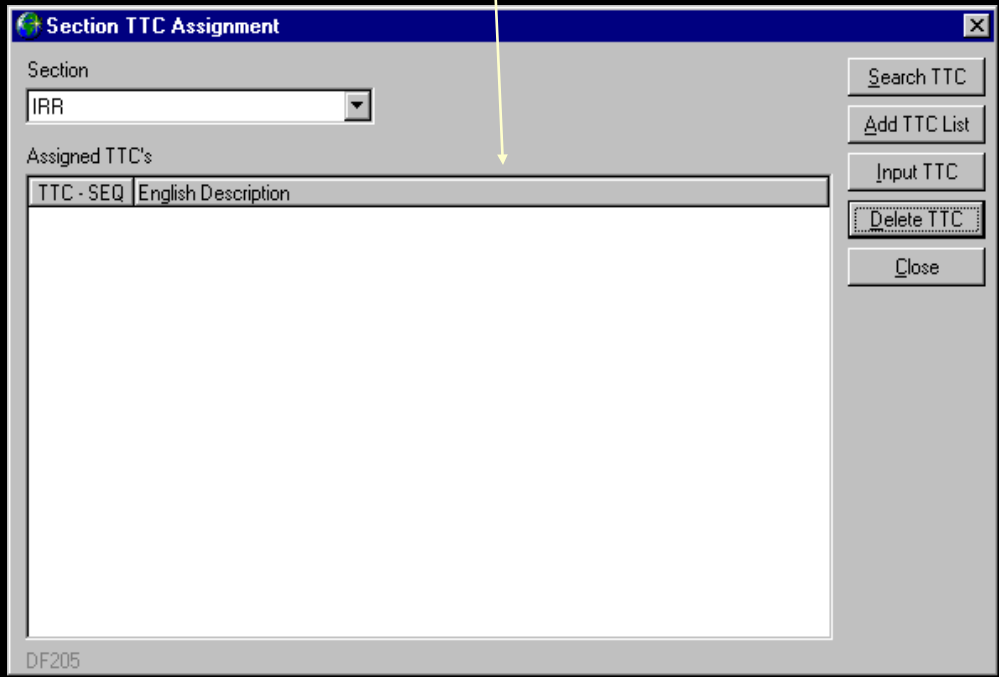

Input TTC
TTC:
Description:
VCN
DOWNLOAD CURRENT APPLICATION VERSION
Save
Cancel
DF112
Section TTC Assignment
Section
IRR
Assigned TTC's
Search TTC
Add TTC List
Input TTC
Delete TTC
Close
TTC - SEQ
English Description
000 - 000 NOT FOR INPUT. FOR DOCUMENTATION ONLY.
001 - 000 NOT FOR INPUT. FOR DOCUMENTATION ONLY.
002 - 000 ___ ARR INDIV LOC ___ ___ ___ WITH RUC ___|
004 - 000 ___ REENL ___ YRS ___ MO ___ ENL ___|
004 - 001 ___ REENL USMCR ___ YRS ___ ENL ___|
004 - 002 ___ REENL AR(CD)/EAD USMCR ___ YRS ___ ENL ___|
004 - 003 ___ REENL MGIB-R USMCR ___ YRS 6 ENL ___|
005 - 000 ___ ELECT CAREER STATUS BONUS ___ ED ___|
005 - 001 ___ RECOUP CAREER STATUS BONUS ED ___|
008 - 000 CERTIFYING OFFICER ___|
010 - 000 ORD EDD _ EDA _ FMCC _ IMCC _ IMCC EDA _ AMCC _ AMCC EDA _ DS _ FTCF _
VCN - * DOWNLOAD CURRENT APPLICATION VERSION
DF205

HOW TO DELETE A DFR TTC ASSIGNMENT

You may select TTCs by holding the shift key down and using your down arrow key to capture more than one, and press Delete TTC

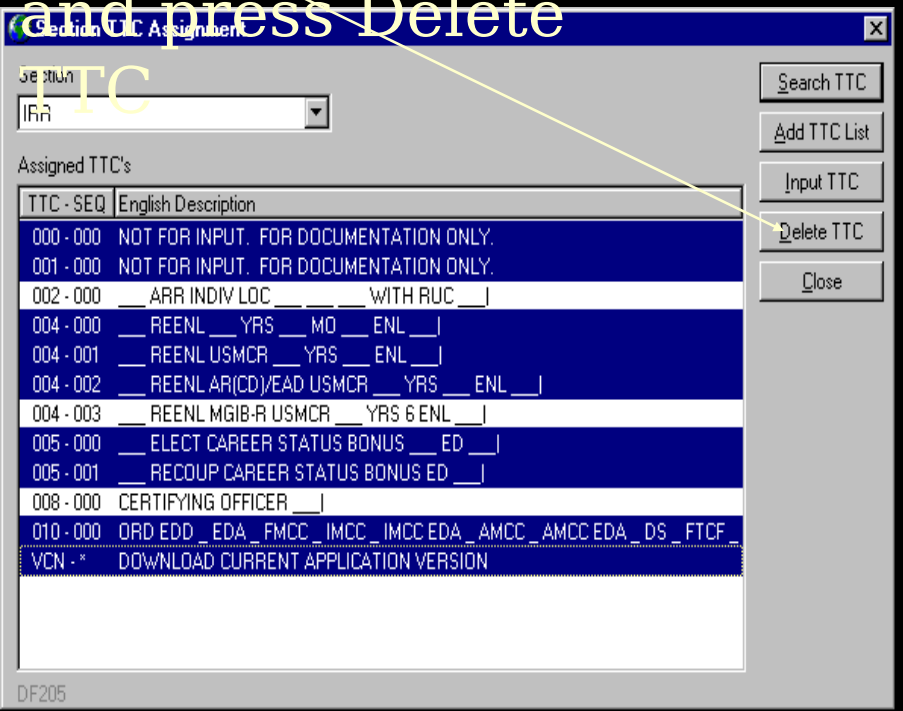
Once deleted this is what it will look like


Section TTC Assignment
Section
IRR
Assigned TTC's
TTC - SEQ
English Description
000 - 000 NOT FOR INPUT. FOR DOCUMENTATION ONLY.
001 - 000 NOT FOR INPUT. FOR DOCUMENTATION ONLY.
002 - 000 ___ ARR INDIV LOC ___ ___ ___ WITH RUC ___|
004 - 000 ___ REENL ___ YRS ___ MO ___ ENL ___|
004 - 001 ___ REENL USMCR ___ YRS ___ ENL ___|
004 - 002 ___ REENL AR(CD)/EAD USMCR ___ YRS ___ ENL ___|
004 - 003 ___ REENL MGIB-R USMCR ___ YRS 6 ENL ___|
005 - 000 ___ ELECT CAREER STATUS BONUS ___ ED ___|
005 - 001 ___ RECOUP CAREER STATUS BONUS ED ___|
008 - 000 CERTIFYING OFFICER ___|
010 - 000 ORD EDD _ EDA _ FMCC _ IMCC _ IMCC EDA _ AMCC _ AMCC EDA _ DS _ FTCF _
VCN - * DOWNLOAD CURRENT TABLE VERSION
Search TTC
Add TTC List
Input TTC
Delete TTC
Close
DF205

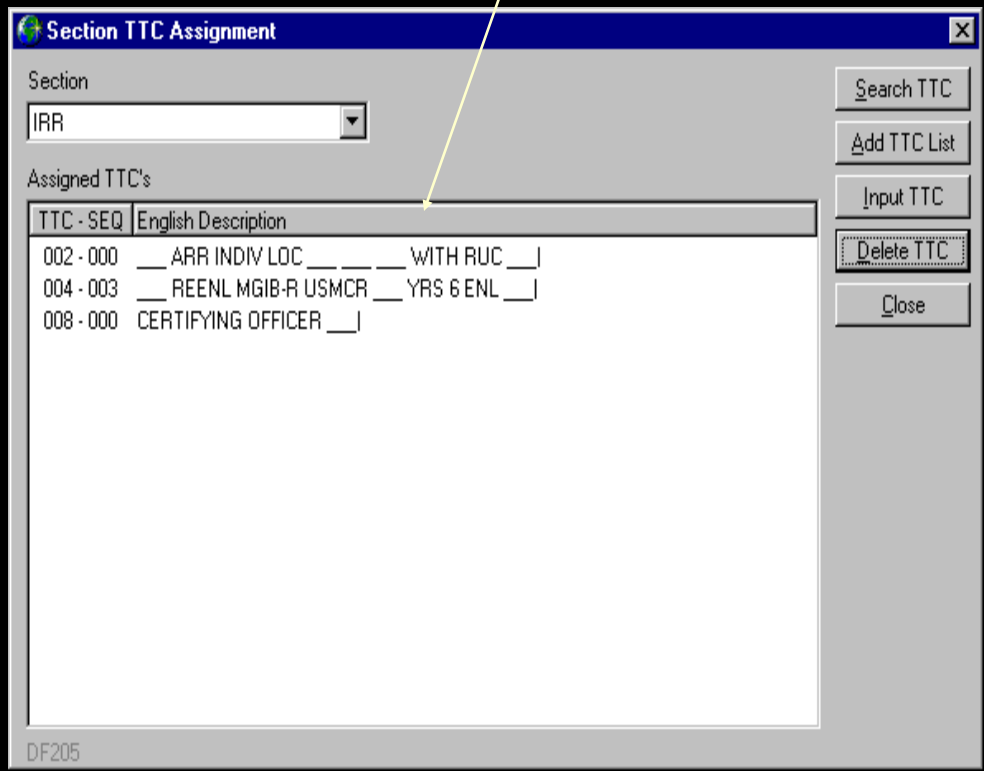


HOW TO DELETE A DFR TTC ASSIGNMENT

You may also hold the Ctrl key down and click which TTCs you want to delete, and press Delete

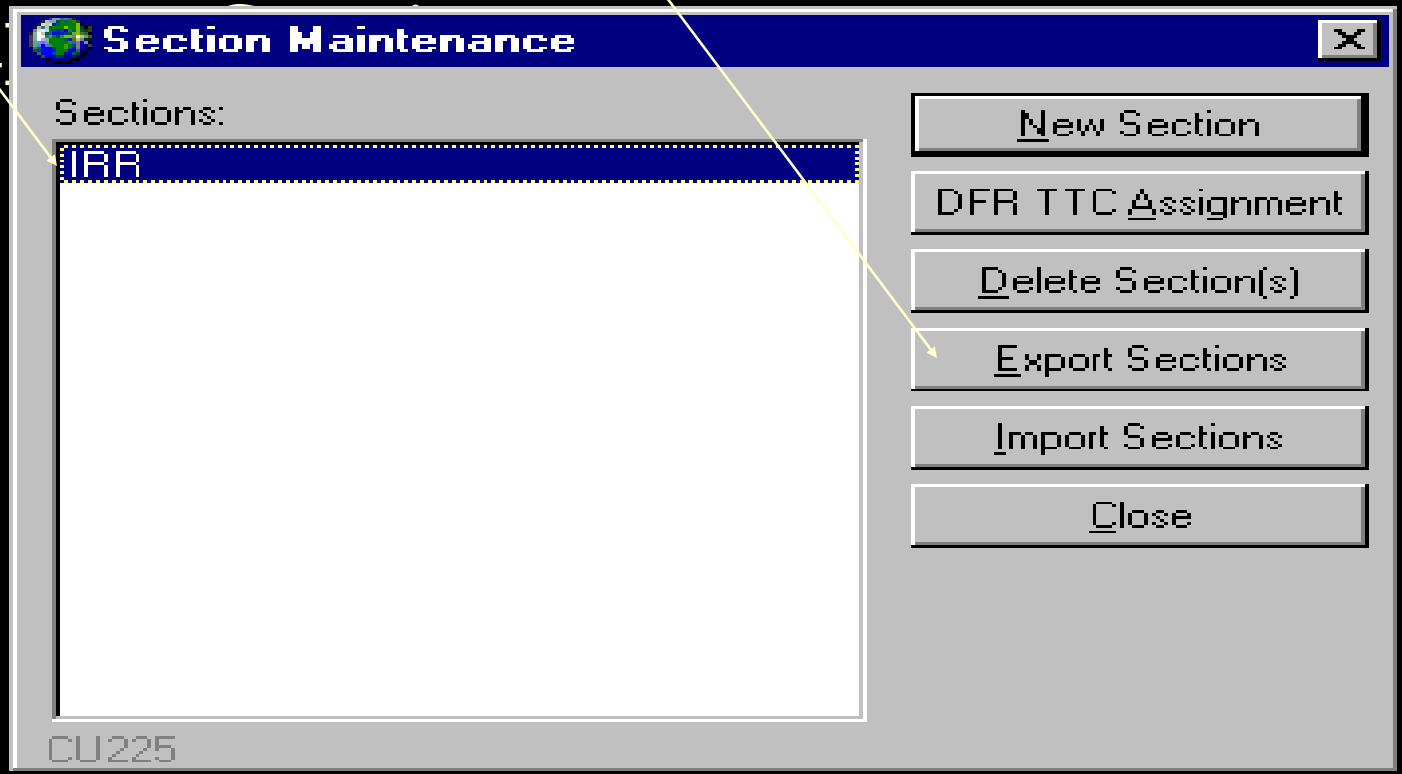

Section TTC Assignment
Section
IRR
Assigned TTC's
TTC - SEQ
English Description
000 - 000 NOT FOR INPUT. FOR DOCUMENTATION ONLY.
001 - 000 NOT FOR INPUT. FOR DOCUMENTATION ONLY.
002 - 000 ___ ARR INDIV LOC ___ ___ ___ WITH RUC ___|
004 - 000 ___ REENL ___ YRS ___ MO ___ ENL ___|
004 - 001 ___ REENL USMCR ___ YRS ___ ENL ___|
004 - 002 ___ REENL AR(CD)/EAD USMCR ___ YRS ___ ENL ___|
004 - 003 ___ REENL MGIB-R USMCR ___ YRS 6 ENL ___|
005 - 000 ___ ELECT CAREER STATUS BONUS ___ ED ___|
005 - 001 ___ RECOUP CAREER STATUS BONUS ED ___|
008 - 000 CERTIFYING OFFICER ___|
010 - 000 ORD EDD _ EDA _ FMCC _ IMCC _ IMCC EDA _ AMCC _ AMCC EDA _ DS _ FTCF _
VCN - * DOWNLOAD CURRENT APPLICATION VERSION
Search TTC
Add TTC List
Input TTC
Delete TTC
Close
DF205

Once deleted this is what it will look like



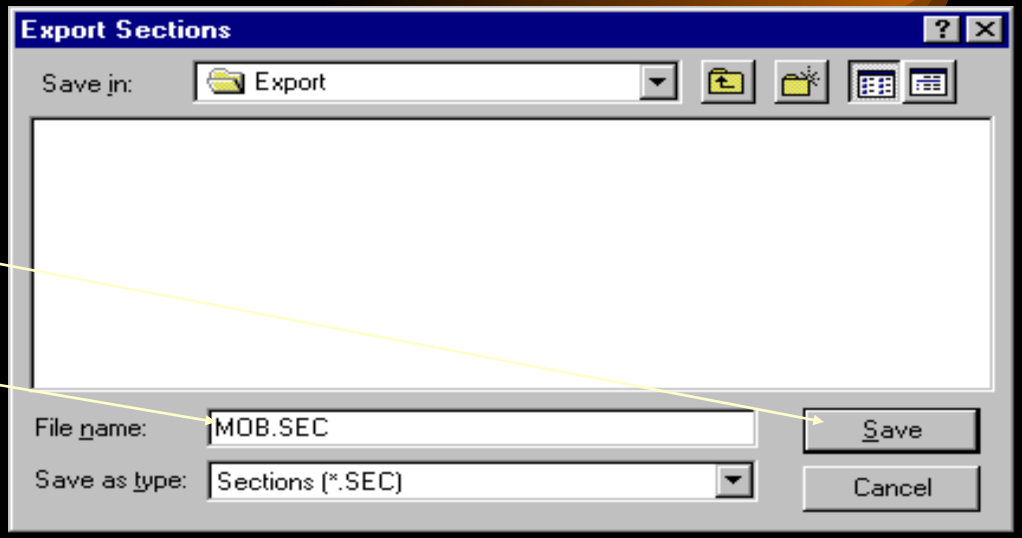
HOW TO EXPORT A SECTION

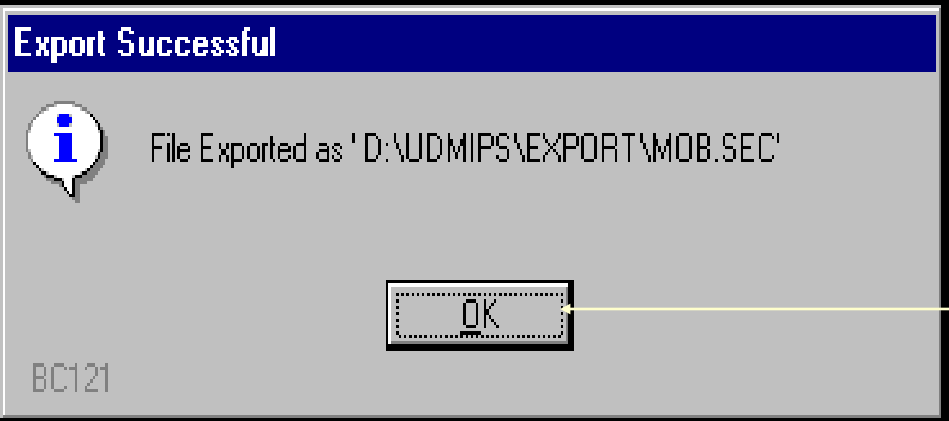
- You must first select the section you wish to Export, and select Ex



HOW TO EXPORT A SECTION

- You must name your Export Section and press Save, ex: MOB.SEC

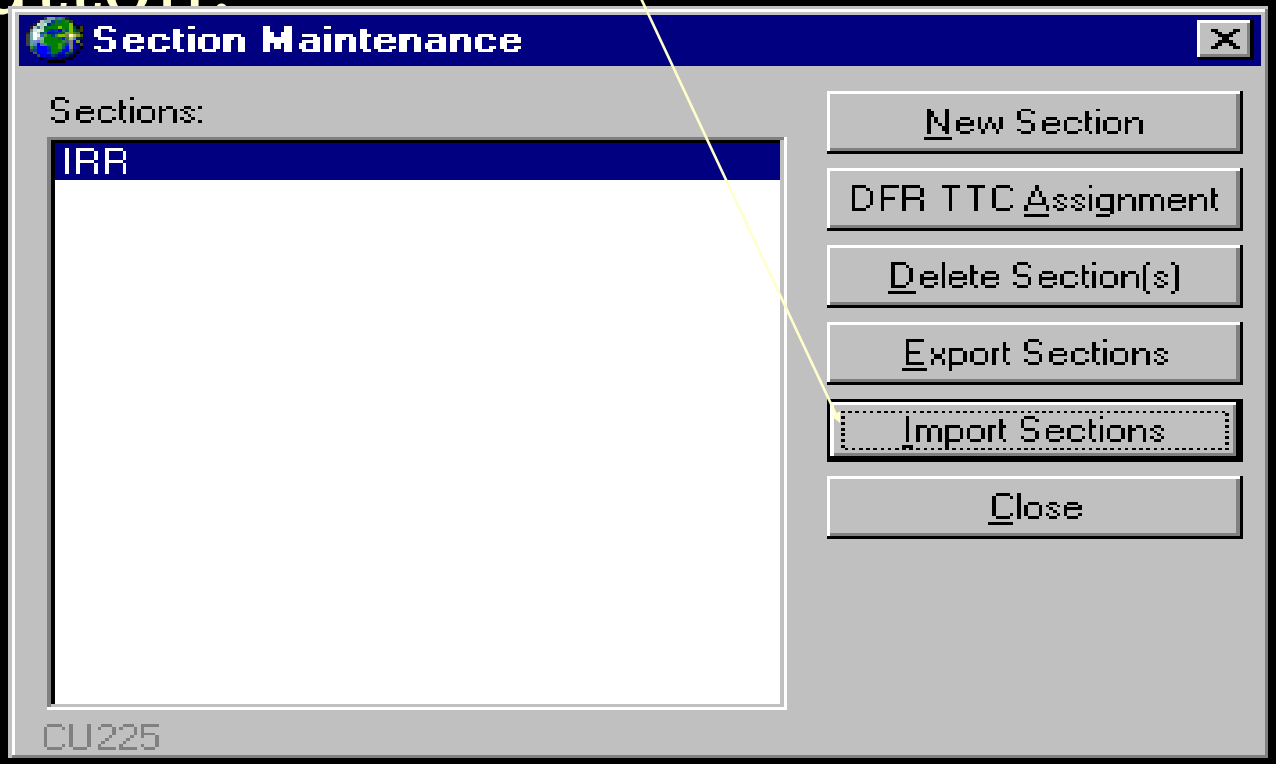




You will know Export is completed when your prompted with this menu,

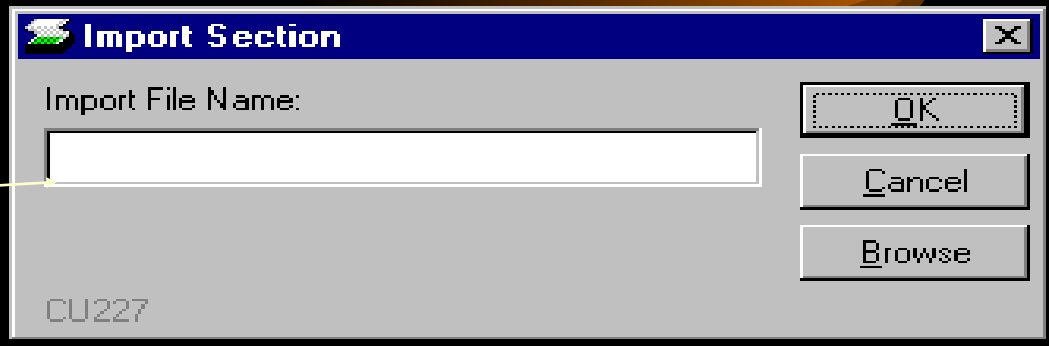
HOW TO IMPORT A SECTION

- You must select the Import Section button.

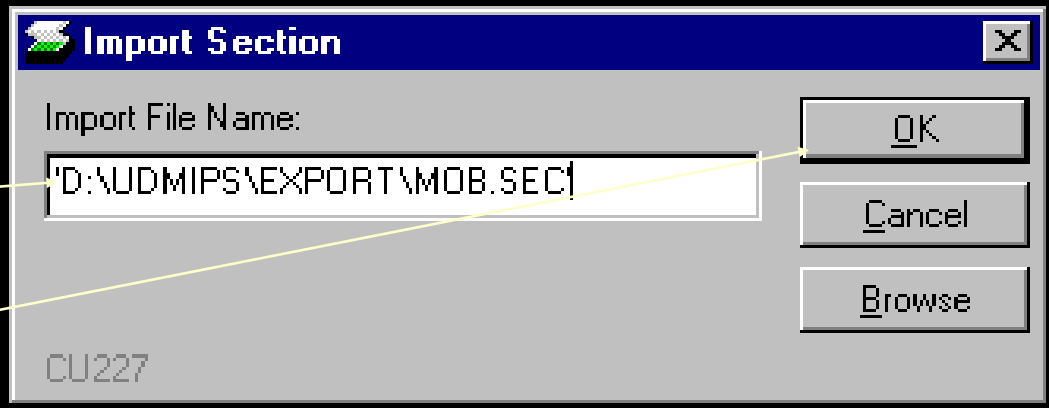


HOW TO IMPORT A SECTION

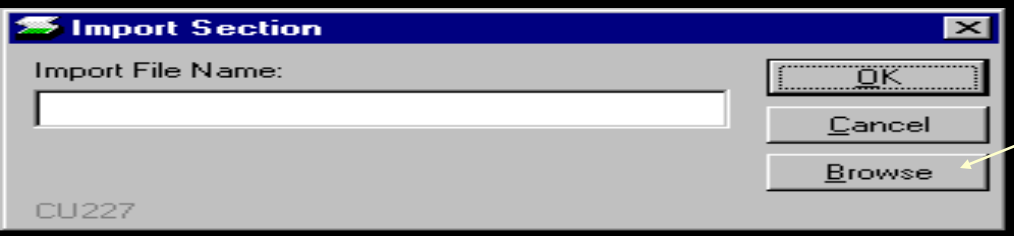
- You will be prompted with this screen



If you know the path to the Import Section File Name you can type it in here

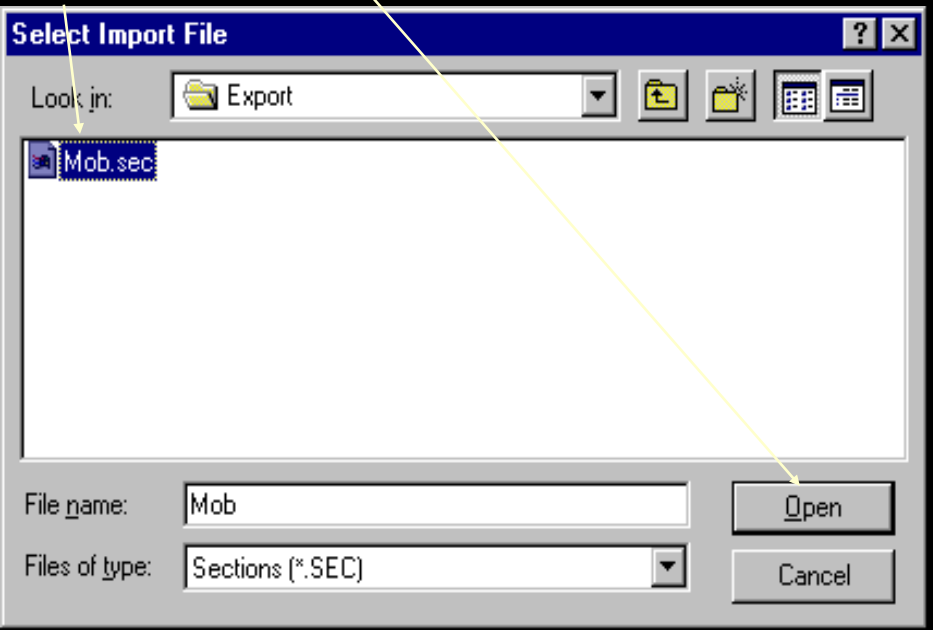


HOW TO IMPORT A SECTION

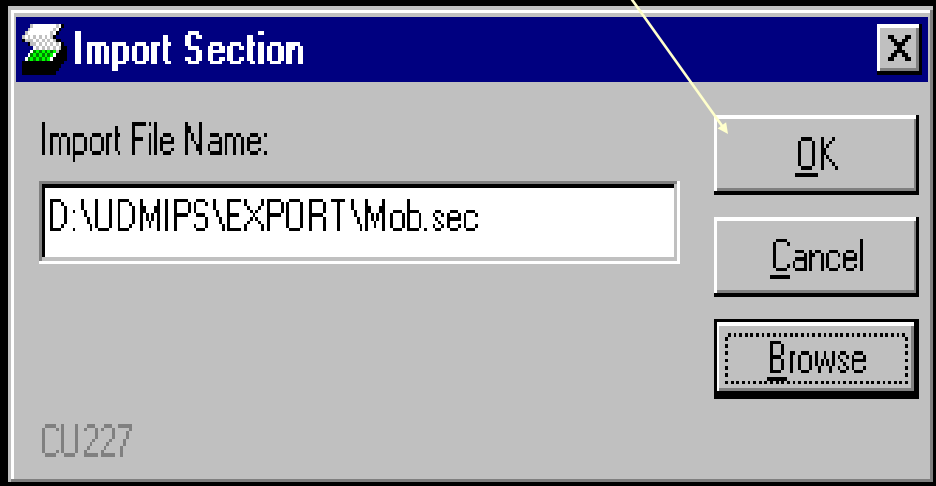


You can also press the Browse button to select the Import Section

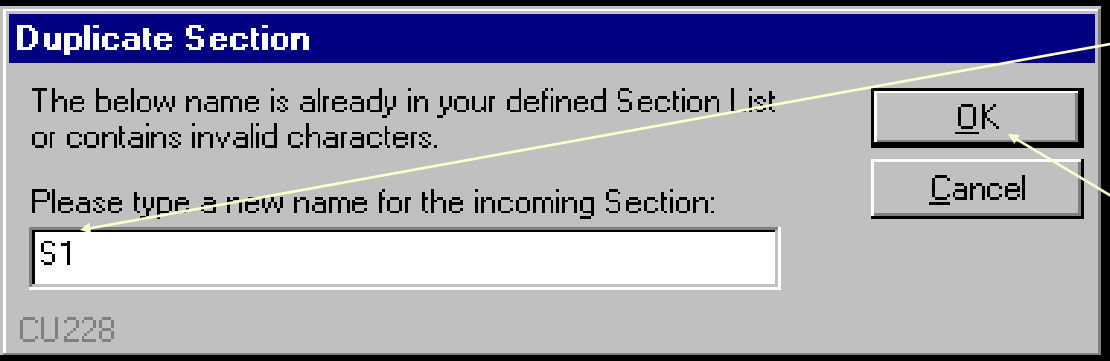
Select the Section and press the Open button



When the file name is imported press OK



HOW TO IMPORT A SECTION

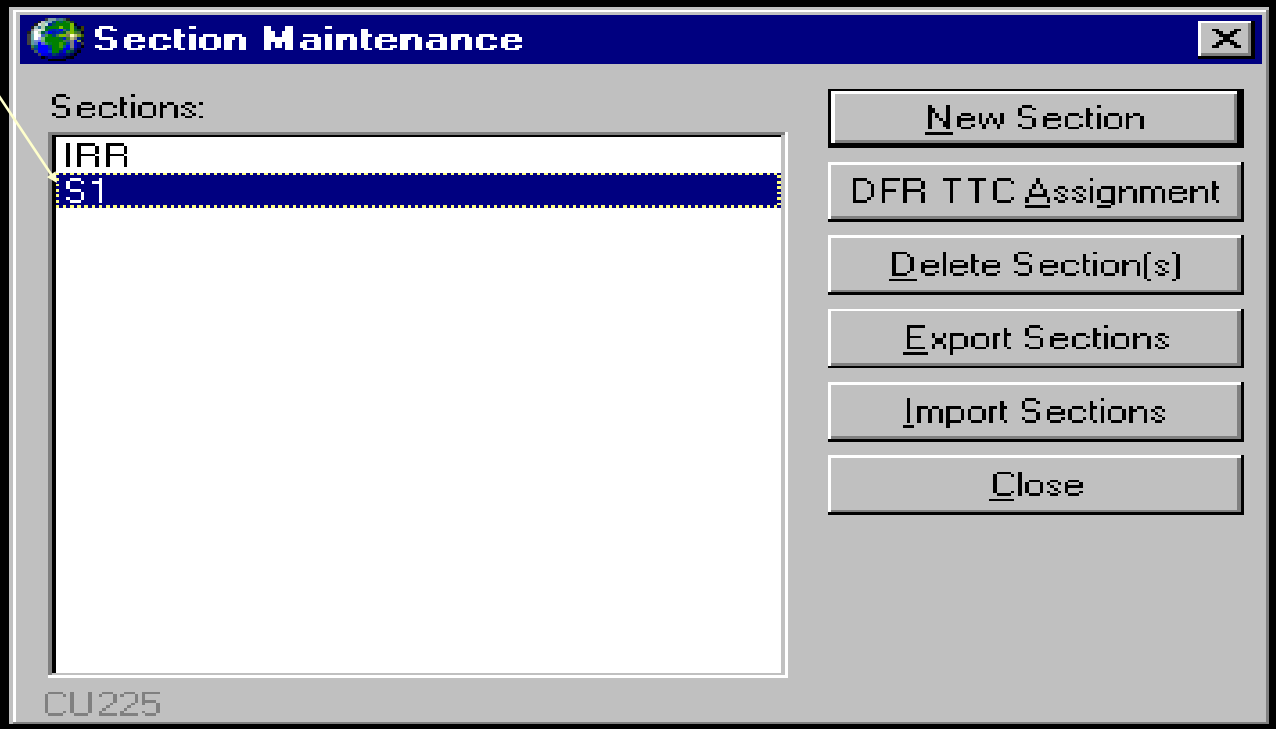

Duplicate Section
The below name is already in your defined Section List or contains invalid characters.
Please type a new name for the incoming Section:
S1
OK
Cancel
CU228

You will be prompted to name your Import Section, name it and press OK

When the Import is completed you will be prompted with the following menu, press OK

HOW TO IMPORT A SECTION

- When Import is completed your Section will look like this



QUESTIONS

- THIS CONCLUDES MY PERIOD OF INSTRUCTIONS OVER SECTION MAINTENANCE ARE THERE ANY QUESTIONS?